

**Carlisle Council on Aging Board Meeting**  
**August 26, 2014**  
**Carlisle Town Hall – Clark Room**

The COA Board chair called the meeting to order at 5:03 pm. Board Members Present: Liz Thibeault, Abha Singhal, Liz Bishop, Elizabeth Acquaviva, Jean Sain, Peggy Hilton, Donna MacMullan, Walter Hickman. Associate Members Present: Verna Gilbert, Reuben Klickstein, Gio DiNicola, Joan Rosazza. COA Staff Present: Angela Smith, David Klein, Deborah Farrell. Friends of the Carlisle COA Present: Kerry Kissinger.

**Secretary Minutes** – A motion was made to accept the June Minutes prepared by FY14 Co-Secretary, Elizabeth Acquaviva. No corrections or amendments were made. The motion was seconded and carried by voice vote.

**Treasurer's Report** – A brief discussion ensued regarding the use of Grant Funds vs. the extensive use of the Revolving Fund as well as the return of funds to the General Fund, year-end. David commented that it is difficult to precisely predict swings in the needs of our constituents and it is a best practice to slightly over budget with various funding sources and later return funds rather than not be able to support unanticipated needs. A motion was made by Liz Bishop to accept the June report prepared by FY14 Treasurer, Verna Gilbert. The motion was seconded and carried by voice vote.

**Outreach and Program Manager's Report** - Angela Smith conveyed that the Senior Tax Worker Program currently has 24 citizens enrolled compared to last year's number of 29. This year each is able to work more hours than in the past, earning up to a max of \$1000.00 due to a combined increase in the state minimum wage as well as Town approval of increased funding for the new cap. The COA is searching for one more Senior Tax Worker to act as Co-Crossing Guard, which would result ultimately in a cost savings to the Town. Angela called for all present to complete a Volunteer Application as well as a C.O.R.I. check to be able to aid her efforts in the coming year. A motion was made by Peggy Hilton to accept the June report submitted by Angela Smith. The motion was seconded and carried by voice vote.

**Social Worker's Report** - Peter introduced himself to the new Board and Associate members, giving a brief overview of the work he performs as our part-time LICSW working directly with a small number of clients with serious health, mental and emotional issues that consume a disproportionate amount of his hours. In a confidential manner, Chair Liz Thibeault interjected that despite Carlisle's affluent reputation, there are citizens who need affordable mental health and legal support as well as volunteers who can support and aid these people. David explained to the newest members present that our part-time LICSW is partially funded through a Grant from the Concord Carlisle Community Chest and a separate 'Professional Services' line item established by Town Meeting in the Town Operating Budget (not part of the COA Budget). Peter submitted reports that covered May/June and July/August-to-date timeframes.

**Director's Report including Transportation Report** - Liz Thibeault made brief comments on the use of MSC (My Senior Center) database software. There is now a complete fiscal year of data to serve as a benchmark to analyze and track usage of most 'touch points' (a service or event) between the COA and citizens going forward. David clarified the term "duplicated," meaning every instance that a touch point occurs and the total number of people for that particular touch point, vs. "unduplicated" meaning the number of unique names associated with any one touch point. David continued to describe the statistics accrued by MSC that he posted in the report. Transportation Comments: David described the required monthly reporting of transportation statistics to the LRTA and the redundancy of reporting we have followed for the past year for continuity while we utilize the MSC data capture and reporting capabilities. Going forward the raw data of transportation stats will be made available to the COA board in the MSC format; a semi-regular (e.g. quarterly) report in spreadsheet form will be presented from time to time. A motion was made by Liz Bishop to "accept the Director's Report noting that there will be MSC updates to this data section in a future month." The motion was seconded and carried by voice vote.

**Minuteman Senior Services** – Jean Sain reported there was no MMSS Board meeting in July. She then continued to file the following report from the August 6th MMSS Board meeting. "Although the state budget was signed by the Governor, the figures are not yet available. However, Protective Services will be getting \$150,000 extra and \$23M in new money for Elder Services will be included. The Spouse as Caregiver Bill was passed by the Senate and would have had to be passed by the House as well to become law but it did not pass. Fund raising activities include \$57,000 from Concord Carlisle Community Chest, \$7,000 from Stow Community Chest and \$92,000 from Acton Boxborough United Way for FY15. Interim grant reports

were submitted to several organizations as well. An Assistant Director has been hired. Leslie May-Chibani started August 4th. Jennifer Stiff, Nutrition Program Director spoke on Nutrition Services. Some of her responsibilities are to manage, coordinate and oversee the Senior Nutrition Program. Jennifer touched on Meals on Wheels and Congregate Meals. Bateman is the Consortium Caterer for MOW's and congregate meals. The number of meals served FY14 was 180,925. Some of the trends and challenges for the Nutrition Department are: growing demand as population lives longer, special diets and preferences, shrinking resources, quality at an affordable price, meet needs of younger seniors, outreach to diverse groups (LGBT, Asian and Indian consumers) Alternative choices (soup bar, breakfast, cold plates). The bid process is underway and proposals submitted for the caterer's contract. The MMSS Board will vote at the September Board meeting on the contract."

**Friends of the Carlisle Council on Aging (FCCOA) Update** - Friends Rep, Kerry Kissinger commented that FCCOA Chair Alan Cameron asked us to "keep up the good work." Angela Smith interjected that the most recent CCTV show featured Grace "Jace" Tilton from the Friends speaking as a Geriatric Care Manager and it will be replayed this month on Channel 8.

#### **Old/New Business:**

**Concord Carlisle Community Chest** - David received a request from CCCC for volunteers to staff the "Pumpkin Fest" fundraiser on Sunday, October 19th from 2-4pm on Emerson Field in Concord. The rain date is Sunday, October 26th. Trish Siefer, a CCCC board member, is the event coordinator.

**Sub-Committees Task Force and Groups Update** - Liz Thibeault explained that this year a different approach to committee assignments will be in effect to incorporate the 'institutional memory' of long time and current members on committees with new members so that across the board we have great depth, coverage and continuity.

A Task Force goes beyond the members of the COA board and staff and involves Citizens-at-Large to broaden our participation and input on issues that affect a greater segment of the population and may only be required for a limited duration. As a Key Focus Area in the FY15 LRP, a Transportation Task Force has been formed to provide for policies and procedures involving the Mobility Challenged Pilot Program requested by the Board of Selectmen (BOS) on behalf of the Town. A Marketing, Communications and Branding Task Force has also been established as an Action Item in the FY15 LRP.

A Sub-Committee is comprised of members of the Associate and Voting Boards to divide up the work required in any given year. The FY15 Nominating Committee, as provided for in our Policies and Procedures (aka Bylaws), requires one member of the previous Nominating Committee to come forward as Sub-Committee Chair, one member is appointed at the discretion of the COA Board Chair, and one member is elected from the Board membership. Liz Bishop will return as the Sub-Committee Chair, Abha Singhal is the Board Chair appointee. Liz Thibeault asked for a nomination from the floor for the third position, Gio DiNicola put forth her name. A motion was made by Elizabeth Acquaviva to nominate Gio DiNicola, the motion was seconded and carried by voice vote. The Bylaws Sub-Committee is asked to consider how what we currently do is adequately reflected in our Policies and Procedures and bring those for consideration to the COA Board for a future vote. Personnel Sub-Committee will only be activated should an immediate need arise for a candidate search or any other unanticipated personnel issue. The Long Range Plan Sub-Committee will focus the Board and Staff efforts concerning Marketing and the Transportation Pilot Program as well as update the LRP in May for the next Fiscal Year. The Senior/Community Center and Housing Alternatives Sub-Committee provides for our representation at other meetings in town that may involve input and involvement on behalf of the COA. An immediate request by Tim Goddard has been made for a representative to the Town Hall Advisory Group (THAG) to assist in the ongoing 40B and Affordable Housing project(s).

A Group - this is not a Sub-Committee but a much less formalized association of Board and Associate members who can be called upon from time to time for volunteer projects or events. Stephanie Blunt will be the Point Person for the Programs Group to create a phone tree of contacts in case people are needed to fill Angela's program needs

**The Town Employee Appreciation Luncheon** - September 18th - Verna Gilbert has requested donations of desserts and tomatoes be dropped off between 10 and noon at FRS for this much loved annual event. This is our monthly congregate meal that is expanded to include the town employees to show our gratitude.

**Town Intergenerational Community Committee/Task Force** - David Klein spoke on behalf of Associate Member Patti Russo who is gathering components for a grant submission to benefit the COA. He stated that it has been a

group effort with wonderful participation throughout other town entities but that we are still in need of testimonials from young adults (under age 25) but that the application is moving forward nicely and is due sometime mid October.

**Town Transportation Pilot Program Update** - The LRTA completed the application for an additional vehicle to transport mobility challenged adults (through the federal 5339 program). While David and Tim Goddard assumed that the Town of Carlisle would do the actual procurement, it is out of our hands and we shall see how restricted the Town is in affecting the decisions on the type of vehicle that we ultimately receive. Meanwhile, the Task Force will be establishing the policies and procedures for a 'Voucher Program' to utilize the 10K in funds approved at Town Meeting. David continued to state that we are also receiving a new 14 passenger vehicle from the LRTA and that we will have to decide which of our existing multi-passenger vans we would prefer see sold by the Town.

**COA Training** - Liz Thibeault stated that she will be attending the upcoming Mass COA (MCOA) conference, which will be on the Cape this year along with Angela and David over the 8th/9th of October. On October 17, Liz Bishop will be driving a group to the MA Executive Office of Elder Affairs Board training for new Board and Associate members in Groton, MA.

**Long Range Plan** - We will be presenting our FY15-FY19 LRP to the BOS in September. Glossy copies of our documentation were distributed to Board and Associate members in attendance.

Reminder - if you are new to this board, please see the Town Clerk to be sworn in as well as complete the ethics training and present your certification.

A motion was made by Liz Bishop to adjourn the meeting at 6:20 pm. The motion was seconded and carried. The next COA Board Meeting will be held at **Town Hall, Clark Room at 7:00 pm on Tuesday, September 16.**

Liz Bishop, COA FY15 Board Secretary